# CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:				
Classification Specification: ASSISTANT GOLF PROFESSIONAL				
Salary Range: NR 22				
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Position Description: Assistant Golf Professional				
Incumbent: <u>Josh Immordino</u>				
Location: PARKS & RECREATION DEPARTMENT – Riverbend Golf Complex				

### GENERAL PURPOSE:

Under the direction of the Golf Professional and Golf Complex Manager, assist in planning, training, supervising, scheduling and operating the golf shop activities of the Riverbend Golf Complex including the 18-Hole golf course, Par 3 golf course, driving range and miniature golf course. Assist in the long and short-term improvement, operations, promotion and program planning of the complex.

Work is characterized by a substantial amount of professional, administrative and supervisor functions in developing, implementing, coordinating and scheduling the facility, programs, activities and staff.

Work is performed under managerial direction. Supervisor provides the incumbent with assignments in terms of broad practice, precedents, policies and goals. Work may be reviewed for fulfillment of program objectives and conformance with departmental policy, practice and/or objectives.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Assist the Head Golf Professional in the overall operation of the golf shop areas.

Assist in the preparation and management of the golf complex budget.

Help develop and maintain records of income and participation in all areas of the golf complex.

Establish and maintain effective relationships with the Men's and Ladies' and Senior clubs and the golfing public; establish customer service policies and procedures to ensure that every golfer is greeted appropriately and welcomed to the golf complex.

Promote the game of golf and the Riverbend Golf Complex. Ensure that the golf shop areas are clean and well maintained.

Train, schedule, supervise and evaluate golf shop staff.

Be readily available for questions of the golf shop staff during all hours of the day.

Coordinate the planning, promotion, scheduling and supervision of tournaments and special events at the complex.

Maintain inventory levels and purchase merchandise as appropriate for the golf shop; run the golf shop operation in the Golf Professional's absence.

Coordinate displaying and inventory control of merchandise.

Organize, promote and maintain golf programs and clinics such as group lessons, junior camps/clinics, caddy program, and Volunteer Player Assistant's Program.

Assist in organizing, promoting, scheduling, running and scoring golf tournaments.

Act as Ladies' Club liaison by attending monthly meetings; assisting with tournaments and tee times; monitoring and evaluating level of participation.

Coordinate, schedule and monitor tee times and the pace of play on the courses.

Play the golf courses to evaluate and maintain current knowledge and understanding of the course setup and maintenance operations, and to maintain playing skills.

Continue education through seminars and classes to maintain and expand knowledge of the golf industry.

Attend weekly management meetings.

Become familiar with, follow, and actively support the mission, vision, values, and behavior statements of the City and department.

## PERIPHERAL DUTIES:

Perform other duties as assigned.

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# KNOWLEDGE, SKILLS AND ABILITIES:

### KNOWLEDGE OF:

- Methods, techniques and management of golf shop operations
- · Principles and practices of supervision and training
- Game of golf, rules of golf and course etiquette
- Budget preparation, monitoring and control
- Accounting and record keeping techniques
- Tournament operation and set up
- General public relations, including public speaking
- Marketing principles and practices
- Training practices and techniques
- Computer software, such as POS, GHIN and Microsoft Office

### SKILLED IN:

- Playing the game of golf
- Hosting large groups of people and making them welcome
- Interpersonal skills using tact, patience and courtesy
- Applying principles and practices of management, administration, supervision and training
- Conducting golf lessons for all ages/abilities

## **ABILITY TO:**

- Supervise and coordinate day to day golf shop operations
- Plan and organize golf shop areas
- Plan, organize and schedule golf lessons, instruction and clinics
- Work independently with little supervision
- Hire, train, supervise and evaluate personnel
- · Communicate effectively both orally and in writing
- Maintain records and reports
- Read, interpret, apply and explain policies and procedures
- Effectively organize and express ideas through use of oral and written communications
- Interpret and carry out instruction provided in written, oral, diagram or schedule form
- Perform effectively as both a leader and team member
- Establish and maintain cooperative and effective working relationships with coworkers, elected officials, other departments or divisions with the City, and the general public
- Analyze situations accurately and adopt an effective course of action
- Effectively speak and present information in one-on-one and group situations to staff, other City employees and the general public

# **EDUCATION AND EXPERIENCE REQUIRED:**

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Education: Graduation from high school; and

Experience: Three (3) years' golf shop experience;

Or: In place of the above requirements, the incumbent may possess any

combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the

essential duties and responsibilities listed above.

## LICENSES AND OTHER REQUIREMENTS:

Valid Washington State Driver's License.

• PGA Assistant Professional Class A Certification, preferred.

# MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment used include, but are not limited to, personal computer, cash register, copy and fax machines and multi-line telephones.

Motorized vehicles used include, but are not limited to, City vehicles and gas and/or electric powered golf carts.

# PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is frequently required to stand and walk. The employee must frequently lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and ability to adjust focus.

### WORKING CONDITIONS:

Work is performed in an indoor and outdoor environment; will be exposed to beautiful and inclement weather, and to individuals who are irate or hostile. The noise level in the work environment is usually moderate.

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SIGNATURES:				
Incumbent	Date	Supervisor	Date	
Approval:				
Department Director/Designee	Date	Employee Services D	Director/Designee Date	
**Note:This document will be rev	iewed and up	odated annually at the t	ime of the employee's	

performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.

Revised: 2/9/07; 10/31/07